



SOLE SOURCE DOCUMENTATION FORM

DATE: _____

P.O. OR REQUISITION NUMBER: _____

VENDOR: _____

TOTAL COST: _____

DEPARTMENT/DIV: _____

REQUISITIONER: _____

Please read the Sole Source Procurement Policy before filling out this request.

Briefly describe the scope of services or equipment needed.

This purchase qualifies as a sole source procurement for the following reason(s):

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories or replacement parts is of paramount consideration.
- ☐ The sole source supplier's item is needed for trial use or testing.
- ☐ The sole source supplier's item is to be procured for resale or donation.
- ☐ A public utility service.
- ☐ Other, please explain: _____

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

(USE ADDITIONAL PAPER IF NECESSARY)

DEPARTMENT HEAD NAME, PRINTED: _____

Department Head Signature: _____ Date: _____

SOLE SOURCE PROCUREMENT

Definition

A contract may be awarded for goods or services without competition when the Purchasing Agent, designee or Department Head determines that there is only one source for the required goods or services based upon written justifications. When the determination is made by a Department Head that there is only one source, the written justifications for such determination must be submitted to the Purchasing Agent for approval. If the purchase exceeds \$10,000.00, it must be approved by the Purchasing Agent prior to purchase.

Application

The provisions of this Section apply to all sole source procurement unless emergency conditions exist as defined by Purchasing Policy on Emergency Procurement.

Conditions For Use of Sole Source Procurement

Sole source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary product normally does not justify a sole source procurement if there is more than one potential supplier of that product. The following are examples of circumstances which could necessitate sole source procurement:

- (a) where the product or service is a one-of-a-kind item obtainable from no other source;
- (b) where the compatibility of the product to existing equipment is the paramount consideration;
- (c) where the compatibility of accessories or replacement parts to an existing system is the paramount consideration;
- (d) where a sole supplier's item is needed for trial use or testing;
- (e) where additional services from the contracted vendor are required to complete an ongoing project;
- (f) where the sole supplier is a public utility service.

In cases of reasonable doubt, competition should be solicited. Any request by a Department that a procurement be restricted to one potential vendor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

Negotiation In Sole Source Procurement

The Purchasing Agent, in conjunction with the requisitioning Department, will conduct negotiations, as appropriate, as to price, delivery and terms.